

No. of Printed Pages : 4 **BCSL-013(Set-III)**

**BACHELOR OF COMPUTER
APPLICATIONS (BCA) (REVISED)**

Term-End Practical Examination

December, 2024

**BCSL-013(Set-III) : COMPUTER BASICS AND PC
SOFTWARE LAB**

Time : 2 Hours

Maximum Marks : 100

Note : (i) *There are **five** compulsory questions in this paper carrying 80 marks.*

(ii) *Rest 20 marks are for viva-voce.*

1. (a) Execute the following LINUX commands :

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(i) ls

(ii) diff

(iii) cat

(iv) head

(v) move

- (b) Create a new directory “NEW FILE” and copy any one file to this directory. Change the file permission of the copied file to `rwX__ _ rwX`. 6
2. (a) Create data of 5 universities, include name of the university, address of the university and phone number of the university. Make a letter requesting to send information about Post Graduate Programmes of the university. Demonstrate the use of mail-merge feature of MS-Word to create individualised request letters for every university. 10
- (b) Create the following formula using a MS-Word : 6
- (i) $a^n \times b^m + x^y y^z$
- (ii) ${}^n P_r$
3. Make a PowerPoint presentation consisting of 4 slides on the topic “Practical Courses of BCA”. All these slides should have proper heading and slide notes. The slides should have timer based slide transition. One slide should have a picture/clipart. 16

4. Create a spreadsheet consisting of the following data :

Employee Name	Salary (Gross)	Provident Fund Deduction	Tax Deduction	Net Salary
Raman	35,000			
Vani	37,000			
Rubina	36,000			

- (a) Create the worksheet in appropriate format with proper labels and data as given above. You must use the following formulas to create the worksheet : 10

Provident fund deduction = 10% of the gross salary

Tax deduction = 25% of the gross salary

Net Salary = Gross Salary – Provident fund deduction – Tax deduction.

- (b) Create a bar chart with appropriate headings showing employee name and net salary. 6

5. (a) Write an e-mail to the student evaluation division requesting the change in date sheet. Mark a copy of this e-mail to your regional centre and a blind carbon copy to your friend. You may assume various e-mail IDs. 8
- (b) Demonstrate the steps of adding a new contact in the address list/contact list of an e-mail software. 8

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